

FROM:
DEPARTMENT OF FIRE AND SAFETY SERVICES
Douglas A. Holton, Fire Chief

DIVISION OF FIRE PREVENTION
Steven Zaccard, Fire Marshal



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CODE ENFORCEMENT POLICY #3-3

September 28, 2004

TO: All Inspection Personnel

FROM: Steve Zaccard, Fire Marshal

SUBJECT: CHANGE IN OCCUPANCY

CODE REFERENCE: Saint Paul Legislative Code 33.05 (b)
State Fire Code 2003, 102.3

"THIS POLICY IS TO SERVE AS A GUIDE FOR YOUR ENFORCEMENT. EXCEPTIONS TO THIS POLICY SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR."

When an inspector notes a change in occupancy, orders shall be issued to the owner and/or tenant. The orders shall direct them to "contact the DSI Building Inspection Division at 651-266-9090 and to provide such plans and information as may be required in order to bring the property into compliance." When a building permit is required to remodel an existing building for change in occupancy, no Certificate of Occupancy shall be issued without written recommendation from the Building Official for certification of the new use as is the case for new buildings. If a permit is not required to make a change in occupancy, the Fire Inspector shall inspect for issuance of the certificate for the new occupancy.

In instances where no building permit is required for the change in occupancy, consent must still be obtained from the Building Official prior to issuance of the Certificate of Occupancy. Notation of this consent shall be entered into the property file.

New Licenses shall be reviewed for a change in occupancy in accordance with this policy.

Issued: 1/30/86

Latest Revision: 9/28/04